



City of Sunbury

Patrol Officer Job Description



JOB TITLE: Patrol Officer

DEPARTMENT: Sunbury Police Dept.

JOB TYPE: Full-Time eligibility list

ACCOUNTABILITY: Subordinate to the Chief of Police, Sergeant, Corporal.

FLSA STATUS: Non-Exempt

UNION: SPOA, Sunbury Police Officers Association

PRE-EMPLOYMENT REQUIREMENTS:

Shall submit to pre-employment physical agility, written and oral board testing and medical examination, drug screening, psychological testing, polygraph and extensive background and credit check.

OBJECTIVE: To perform general police work in accordance with departmental rules, regulations, and policies of the Sunbury Police Department. Patrol Officers in the absence of a supervisor of higher rank which involves assigning and reviewing work of patrol officers and performing administrative duties when directed by the Chief of Police and or his/her designee.

ESSENTIAL JOB DUTIES & FUNCTIONS: May include, but not limited to the following;

1. Performs traffic enforcement by observing and monitoring traffic using approved traffic control devices, mobbing patrol, etc.; stopping violators; visually inspecting the interior and exterior of the vehicle and observing the operator and passengers for violations or anything suspicious, and to ensure own safety; checking registration and driver's license; interviewing driver to obtain needed information; informing driver of violation(s); and determining and implementing appropriate action, including citation or written warning, testing, physically arresting, processing drunk drivers, and calling for back-up and other assistance in suspected drug, stolen vehicle, and other serious/dangerous situations.
2. Keeps the peace and security by maintaining police presence in the community; being familiar with the areas of patrol and acquainted with the people in those areas; promoting communications and trust between the police and the citizenry; cultivating informants; removing road hazards or analyzing the situation and taking proper action to ensure safety; checking businesses; escorting prisoners; securing and ensuring the removal of abandoned cars; etc.
3. Respond to calls such as domestic and other disturbances, burglar alarms, traffic accidents or problems, request for backup of other law enforcement officers, etc., by receiving call; determining proper response procedure; assisting the situation upon arrival to determine proper action; talking to individuals on scene; calling for assistance, if necessary; and taking proper action.
4. Testifies in hearings and court by reviewing notes and evidence to prepare for appearance; evaluating the arrest charges against the suspect to determine how much evidence must be presented at the preliminary hearing for a prima facie case; appearing before magistrates to present testimony; dressing appropriately and speaking in a knowledgeable way, citing training and experience in order to establish credibility and expertise with the judge and jury; and assisting the prosecution with witnesses and information to use in examination and cross-examination.
5. Handles and investigates accidents by parking car in a place of safety at the accident scene; surveying the accident scene to determine the priority of required actions and formulating a plan of action; assisting the injured; requesting assistance (ambulance, medivac helicopter, fire equipment, tow truck, additional officers, coroner, supervisor), as required; securing the scene to prevent destruction or removal of evidence; directing or ensuring that traffic is directed around the scene; searching for and interviewing operators, occupants, and witnesses to obtain information and advise them of their responsibilities; appropriate searching of vehicles and examining scene; record information; cleaning and clearing roadway of debris; processing evidence; analyzing facts; and preparing reports.
6. Renders assistance by answering questions regarding laws and responsibilities; giving directions; pushing disabled vehicles from the roadway; obtaining assistance for motorists with disabled vehicles; locating

individuals to inform them of emergencies and deaths in their families; handling problems with animals, such as removal of dead animals from the highway and destroying badly injured animals; rescuing persons from hazardous situation; etc.

7. Investigates crime by securing crime scene to protect evidence; observing the crime scene to determine priority of actions, assistance necessary, investigative procedures to follow etc.; locating and interviewing witnesses and victim(s); ensuring the crime scene is processed; examining and collecting evidence; forwarding evidence to the laboratory for evaluation, complying with "rules of evidence"; conferring with other law enforcement personnel for further information; keeping notes on the investigation; questioning suspects; talking with informants; evaluating evidence and information; and preparing proper reports.
8. Effects arrests by obtaining a warrant (if not an on-view arrest); briefing others assisting in the arrest; determining the safest way and location to take the individual into custody; taking the person into custody using proper police procedures and appropriate force to subdue and restrain the individual; searching the individual for weapons; reading the individual his/her rights; securing the individual in the patrol car; and transporting for processing.
9. Controls traffic by setting up in proper location to direct traffic; clearing lanes; determining alternate routes around accidents; using hand signals, flare, lights, etc. to alert and direct motorists; escorting tractor trailers with over-sized loads, etc.
10. Performs communication duties by operating a two-way radio to maintain and coordinate communication links; transmits replies to information request; transmits request for information; relays information to mobile units; assists patrols by arranging for ambulance service, tow trucks, and other emergency equipment; operates the telephone system to receive calls for service from the public and other police jurisdictions; answers questions from the public; releases authorized information to the news media; utilizes a computer system to send and receive messages; (CLEAN/NCIC/NLETS) distributes and files messages; receives visitors; maintains logs; completes incident memos; etc.
11. Promotes good relationships with other police departments, agencies, organizations, and the public by maintaining a professional demeanor; appearing at public functions; making speeches before civic groups; participating in charitable events; etc.
12. Maintains and increases proficiency in police and interpersonal skills by attending mandated and other training; practicing and qualifying with weapons; reading and keeping current on the Vehicle Code, criminal laws and procedures, law changes, court decisions, department regulations, material on bulletin boards, incident memos, law enforcement magazines, and local newspapers; performing regular maintenance on equipment; maintaining proper fitness to carry out responsibilities; and sharing information with peers and supervisors.
13. Performs all other duties of a Patrol Officer as required.

QUALIFICATION AND EDUCATION REQUIREMENTS:

1. Be a Citizen of the United States of America.
2. Be at least 21 years or older.
3. Receive a passing score on the physical agility, written and oral examinations.
4. Submit to a polygraph, pre-employment examination, drug screening and extensive background and credit check.
5. Must have and be able to maintain current Act 120 certification.
6. Possess a valid Pennsylvania Drivers License.
7. Must have a minimum of a High School diploma or GED

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. This work is performed in a variety of locations including but not limited to: both indoors and outdoors. Requires the operation of a patrol vehicle, and ability to perform strenuous physical activity for a period of time requiring physical strength and endurance. This work requires an incumbent to drive a patrol vehicle on official business. Use a computer, sit and stand for long period of time, may walk and or run on slippery or uneven surfaces, climb ladders, fences, stairs, walks on ledges, jumps from elevated places, kneel, crouch, twist, reach, bend, crawl, lift heavy object including human beings, push heavy objects, pull and drag heavy equipment and other objects up to and exceeding 50 pounds on a regular basis. Incumbent may perform other physical tasks to include physically retraining/subduing combative individuals, drawing and firing a handgun, shotgun, or other weapon, and administer first aid in an emergency. Incumbents must exhibit mental alertness because of the need to make swift critical decisions, and shall have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties required to be performed.

2. Always wear proper uniforms, and specialized protective & safety attire, such as but not limited to; police utility belt, a firearm and protective vest while on duty
3. Exposure to sounds and noise levels that are distracting and uncomfortable.
4. Exposure to hazardous conditions and situations.
5. Exposure to extremely bright or inadequate lighting conditions.
6. Exposure to hazardous equipment or chemicals.
7. Exposure to very hot or cold temperatures or inclement weather while working outdoors.
8. Exposure to physically demanding, stressful and dangerous work environment.
9. Potential exposure to diseases and infections.

RESIDENCY REQUIREMENT:

Required to reside within twenty-five (25) miles of the City Limits of the City of Sunbury, Northumberland County, Pennsylvania within six-months of employment. The Mayor retains the authority to grant an exception to this residency requirement on a case-by-case basis.

NOTE: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time without notice.

NOTE: Ensure to include this signed Job Description with the Employment Application.

NOTE: Signature below constitutes understanding of the requirements, functions, and duties of the job description.

Printed Name: _____

Signature: _____

Date: _____

Dear Applicant,

Thank you for your interest in becoming a Police Officer in the City of Sunbury. The Sunbury Police Department prides itself on the quality of its members. We hold our officers to a high standard of service and expect them to serve with dignity and distinction.

In this application packet, you must provide information on yourself that will be used in an extensive background investigation to evaluate your suitability for employment. Your cooperation and full disclosure will aid in this investigation and expedite the results. The application must be fully completed. Failure to do so will result in the rejection of your application. It is to your advantage to respond openly and honestly. The same standard applies in the hiring and selection process. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application or hiring process, you will be permanently disqualified for employment with the City of Sunbury.

Requirements:

1. Must be a Citizen of the United States of America.
2. Must possess a high school diploma or a G.E.D. certification at the time of application.
3. Must be at least 21 years of age or older by date of testing.
4. Must have completed the Act 120 training prior to January 1, 2024 and be certified by the Municipal Police Officer's Education and Training Commission (MPOETC).
5. Must possess a valid Pennsylvania motor vehicle operator's license.
6. **An applicant may not apply for employment and will be disqualified during any background investigation for the following criminal behavior:**
 - Conviction of Felony
 - Criminal conviction of Misdemeanor 2 or higher
 - Criminal conviction of any section listed in the Uniformed Firearms Act, Brady Law, Megan's Law, or any other federal law or amendment prohibiting possession of a firearm.
7. **Any person convicted of the following over the past 36-month period will be disqualified:**
 - Driving while license is suspended or revoked
 - Homicide or any assault by a vehicle
 - Failure to stop or report involvement in an accident.
 - Driving under the influence

You are **required** to submit photocopies of all the following documents and attach to the Application:

1. Photocopy of High School Diploma or G.E.D. Certificate
2. Official college transcripts
3. Naturalization or Citizenship papers (If applicable)
4. DD-214 (If applicable)
5. Name change documents (If applicable)
6. Copy of MPOETC certification card or ACT 120 Academy Certificate
7. MPOETC transcripts
8. Current Credit Report obtained from Trans Union, Equifax, or Experian.
9. Pennsylvania Child Abuse History Clearance (Obtained from PA. Department of Welfare, form CY 113, If certificate is not available, attach confirmation printout that you applied for the clearance and send copy of clearance to Sunbury Admin Office once received.)
10. Pennsylvania Criminal Record Check. (Obtained from PA State Police)

Three documents require the witness of a Notary. They are; Authorization for Release of Records and Information, Authorization for Release of Credit Information and Certification and Penalty. Incomplete or unsigned application will be rejected. **You will be required to produce your Driver's License when you turn in your application.**

Police Officer Applicant Processing Procedure

Completed and signed applications are to be submitted to the Sunbury Administration Office with a nonrefundable \$25.00 processing fee on or **before Thursday February 1, 2024 by 4pm.**

Sunbury Mayor's Office
225 Market Street
Sunbury, PA 17801

Note: Nonrefundable processing fee paid by check or money order must be made payable to the "City of Sunbury"

1. PHYSICAL FITNESS TEST

Each applicant desiring appointment as a Police Officer must successfully pass all City of Sunbury standards of the physical fitness test established by the Civil Service Commission of the City of Sunbury. These City of Sunbury standards will be provided to each applicant with this application and are weighted by age and sex. Failure to meet the minimum physical fitness standard for any event will constitute automatic dismissal from the application process.

The date and time of the test will be **Saturday, February 10, 2024 at 10:00am.** The test will be conducted outdoors and indoors. The written test will be held at the Sunbury Police Dept 337 Arch Street Sunbury PA 17801. A physical fitness test will be held at the *Shikellamy High School at 600 Walnut Street Sunbury, PA at the Football Stadium.* If an alternate testing location is needed, you will be notified of the changed indoor or outdoor location. Applicants must provide valid photo ID to be permitted into the testing site.

The physical fitness test is set to the standard of the City of Sunbury and will be as follows:

1. 300 Meter Run
2. Sit ups
3. Bench Press
4. Push ups
5. Body Drag

Attire: Appropriate physical training attire: shorts or sweatpants, t-shirt or sweatshirt, and running sneakers.

Note: Applicants must have physician complete and sign the "Physical Fitness Test-Physician Form" included in the application. The applicant will not be allowed to participate if not completed and eliminated from the hiring process.

2. WRITTEN EXAMINATION

Applicants who successfully pass the Physical Fitness test will be invited to participate in the written examination on the same day. In the written examination, applicants will be required to demonstrate aptitudes and skills in accomplishing tasks representative of duties of the position. The minimum passing score for the written examination is 70%. Veteran Preference will be given to qualifying veterans of military service upon successful completion of all portions of the hiring process. In order to receive Veteran Preference all veterans must attach a copy of their DD214 to their application.

The date and time of the written exam will be **Saturday, February 10, 2024 at 12pm** at the *Sunbury Police Station, located at 337 Arch Street Sunbury, PA 17801* (Applicants must provide valid photo ID to be permitted into the testing site).

Thank you for your interest in becoming a police officer in the City of Sunbury,PA.

Joshua Brosious, Mayor



POLICE OFFICER APPLICATION

Completed & signed Police Officer Application, Job Description & Attachments must be returned by the applicant to;

***Sunbury Mayor's Office
225 Market Street
Sunbury PA. 17801***

Office: 570.286.7820
www.sunburypa.org

INSTRUCTIONS: Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered. Any additional information on a separate sheet of paper must be attached to this application and must contain your name and category for which it pertains to at the TOP RIGHT of each sheet. *Completed and signed police officer application, job description and attachments must be returned to the Sunbury Administration Office*

The City of Sunbury provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability, genetic information, military service, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Will you need any accommodation in the application or interview process? YES ☐ NO ☐

PERSONAL DATA

NAME: _____

 Last First Middle

Social Security Number	
Valid Driver's License Number & State Issued	
Home Address	
Phone Number	
E-mail Address	

Other names by which you have been known. Please include the time period for each.

RESIDENCE INFORMATION

Beginning with your current address and working back, list each address at which you have resided since age 18 or the past ten years, whichever is less:

#	From (MM/YY)	To (MM/YY)	Address	Own or rent?
1				
2				
3				
4				
5				
6				
7				

List names, addresses and phone numbers of landlord(s) for those periods when you rented a residence, apartment, or room:

Landlord Name (First, Last)	Associated with what # above?	Landlord's Home Address	Phone Number

EDUCATION

List all schools you have attended.

	School Name	Address	Graduated? (Yes/No)	Total Number of Credits	Type of Degree & Major
GED					
High School					
College/University					
Professional Other					
Professional Other					

Have you ever been suspended or expelled from any School, College, University or any formal educational institution? YES ☐ NO ☐

If "YES", provide details, school and date on a separate sheet of paper and attach to this application.

MPOETC CERTIFICATION

Have you completed Act 120 training? YES ☐ NO ☐

If "YES", provide date completed, name and address of academy, certification number and current status (valid, inactive, lapsed, suspended, revoked, etc.)

Has MPOETC Commission or other similar authority ever taken disciplinary action against your certification?

YES ☐ NO ☐

If "YES", provide details, date and outcome on a separate sheet of paper and attach to this application.

SELECTIVE SERVICE

If you are a male born on or after January 01, 1960, provide the following information concerning your Selective Service Registration.

Provide a copy of your Official Letter of Verification from Selective Service

Can be obtained from www.sss.gov/Home/Verification

Selective Service Number: _____

Date of Registration: _____
Month Day Year

MILITARY SERVICE

Do you claim Veterans' Preference? YES ☐ NO ☐

If yes, attach a copy of your discharge or separation papers (DD 214).

Branch of the armed services: _____

Date of discharge: _____

Type of discharge: _____

Have you ever had disciplinary actions against you in the U.S. Armed Services? Such as, Court-Martial, non-judicial punishment or other actions covered under Article 15 of the Uniformed Code of Military justice.

YES ☐ NO ☐

If "YES", provide details, unit, date and outcome on a separate sheet of paper and attach to this application.

DRIVER'S LICENSE HISTORY

Do you possess a valid Pennsylvania driver's license? YES ☐ NO ☐

License Number: _____ Class: _____ Expiration Date: _____

Have you ever been refused a driver's license by any state? YES ☐ NO ☐

If "YES", provide details, location and date on a separate sheet of paper and attach to this application.

Has your driver's license ever been suspended, revoked, cancelled, or denied? YES ☐ NO ☐

If "YES", provide details, location and date on a separate sheet of paper and attach to this application.

List all traffic summonses/tickets you have received in the last ten years. (Not including parking violations/tickets.):

[illegible]

POLICE APPLICANT HISTORY

List any and all other law enforcement agencies you have applied or tested with within the past ten years. Provide year, agency and place, an "X" in the block indicating which area of the application/hiring process you completed and whether you were hired, disqualified or withdrew application.:

[illegible]

EMPLOYMENT HISTORY

Have you ever been subjected to verbal, written, documented disciplinary, corrective action due to misconduct or unsatisfactory performance or any other reason during any employment? YES ☐ NO ☐

If "YES", provide details, company, outcome and date on a separate sheet of paper and attach to this application.

Have you ever been involuntarily terminated or asked to resign or resigned a job, position or rank to avoid disciplinary action or investigation? YES ☐ NO ☐

If "YES", provide details, company, outcome and date on a separate sheet of paper and attach to this application.

Beginning with your most recent employer, list all jobs, including part-time, temporary, or volunteer positions you have held since age 16 or over the last ten years, whichever is less. Indicate in "Position Held" whether Full-Time, or Part-Time employed and the title of your position.

Present Employer:	Dates Employed:
	From: To:
Complete Address:	Phone No.:
Supervisor Name & Title:	Reason for Leaving:
Position Held & Part-Time or Full-Time	Salary:
	Starting: Final:
Description of Duties & Responsibilities:	

Employer:	Dates Employed:
	From: To:
Complete Address:	Phone No.:
Supervisor Name & Title:	Reason for Leaving:
Position Held & Part-Time or Full-Time	Salary:
	Starting: Final:
Description of Duties & Responsibilities:	

Employer:	Dates Employed:
	From: To:
Complete Address:	Phone No.:
Supervisor Name & Title:	Reason for Leaving:
Position Held & Part-Time or Full-Time	Salary:
	Starting: Final:
Description of Duties & Responsibilities:	

Employer:	Dates Employed:
	From: To:
Complete Address:	Phone No.:
Supervisor Name & Title:	Reason for Leaving:
Position Held & Part-Time or Full-Time	Salary:
	Starting: Final:
Description of Duties & Responsibilities:	

Employer:	Dates Employed:
	From: To:
Complete Address:	Phone No.:
Supervisor Name & Title:	Reason for Leaving:
Position Held & Part-Time or Full-Time	Salary:
	Starting: Final:
Description of Duties & Responsibilities:	

Employer:	Dates Employed:
	From: To:
Complete Address:	Phone No.:
Supervisor Name & Title:	Reason for Leaving:
Position Held & Part-Time or Full-Time	Salary:
	Starting: Final:
Description of Duties & Responsibilities:	

Employer:	Dates Employed:
	From: To:
Complete Address:	Phone No.:
Supervisor Name & Title:	Reason for Leaving:
Position Held & Part-Time or Full-Time	Salary:
	Starting: Final:
Description of Duties & Responsibilities:	

FINANCIAL

The management of personal finances is relevant to an individual's qualifications for a position with a law enforcement agency. Therefore, please fill in the required financial information that follows. The amount of indebtedness, in itself, will not be used in evaluating your qualifications. The behavior exhibited in meeting your financial obligations will be reviewed. Your credit history will also be reviewed as part of this application process.:

List all creditors or persons to whom you are financially obligated.

If additional space is needed. Attach a separate sheet of paper to this application.

NAME	ADDRESS	MONTHLY PAYMENT	BALANCE

Have you ever declared bankruptcy? YES ☐ NO ☐

If "YES", provide information: Dates & Explanations for each.

Within the last five years, have any of your bills ever been turned over to a collection agency? YES ☐ NO ☐

If "YES", provide information: Dates, Firms Involved and Circumstances.

Within the last five years, have you ever had purchased goods repossessed? YES ☐ NO ☐

If "YES", provide information: Dates, Firms Involved and Circumstances.

GENERAL INFORMATION

Are you a citizen of the U.S. or otherwise authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of or entered a plea of guilty or no contest to any felony? If yes, provide details on separate sheet of paper and attach to this application. Provide violations that you were convicted of, the date and location of conviction.

YES ☐ NO ☐

Have you ever been convicted, or entered a plea of guilty or no contest, of a second or first degree misdemeanor that has not been sealed by law? If yes, provide details on separate sheet of paper and attach to this application. Provide violations that you were convicted of, the date and location of conviction.

YES ☐ NO ☐

Have you ever been arrested or criminally charged? YES ☐ NO ☐

If yes, provide details on separate sheet of paper and attach to this application. Provide violations that you were charged with, the date and location of arrest and outcome.

Are charges currently pending against you? YES ☐ NO ☐

If yes, provide details on separate sheet of paper and attach to this application. Provide the charges against you, the date, location and current outcome.

As an adult, have you ever been placed on probation by any court? YES ☐ NO ☐

If yes, provide details on separate sheet of paper and attach to this application. Provide detailed information, location and dates. Probation will not necessarily disqualify an applicant from employment.

Are you now, or ever have been, a member of any foreign or domestic association, movement, or group of persons that is, or was, totalitarian, fascist, communist, terrorist, or subversive in nature, or which has adopted or expressed a policy advocating or approving of the commission of acts of force or violence as a means to deny other persons their rights under the Constitution of the United States of America, or which seeks to alter the form of government of the United States of America by unconstitutional means?

YES ☐ NO ☐

If "YES", provide complete details, location, date and circumstances on a separate sheet of paper and attach to this application.

Do you speak any language other than English? YES ☐ NO ☐

If yes, list all languages that you speak other than English.

Language: _____ Fluent: YES ☐ NO ☐

Language: _____ Fluent: YES ☐ NO ☐

A Police Officer could be assigned any shift. In addition, you may be required to work overtime and must be available for emergency call-in overtime. You will work a high percentage of holidays, weekdays, weekends and may not be able to get time off for personal events. Are you willing to work all hours of the day, all days of the week, holidays, and overtime when assigned?

YES ☐ NO ☐

If the necessity arose in the course of your employment to use deadly force on a human being, could you do so?

YES ☐ NO ☐

Are you a member of a professional or trade group that is relevant to this job position which you are applying for?

YES ☐ NO ☐

If yes, provide details:

Name of Group	Location	Status & Position in Group

Do you utilize any form of social media, such as, and not limited to: Facebook, Twitter, Instagram, Snap Chat, etc.?

YES ☐ NO ☐

List all social media accounts/groups and names associated with them that *you* are the responsible person, admin or moderator of.

REFERENCES

Provide a minimum of four and a maximum of six references, not relatives or significant others or their relatives, who would be able to comment on your character, experience, personality, and other qualities. These references should not be the same as in the employment section. Provide complete and accurate information:

Name: _____ Contact No.: _____

Title: _____ Email: _____

Address: _____ Years Known? _____

Name: _____ Contact No.: _____

Title: _____ Email: _____

Address: _____ Years Known? _____

Name: _____ Contact No.: _____

Title: _____ Email: _____

Address: _____ Years Known? _____

Name: _____ Contact No.: _____

Title: _____ Email: _____

Address: _____ Years Known? _____

Name: _____ Contact No.: _____

Title: _____ Email: _____

Address: _____ Years Known? _____

Name: _____ Contact No.: _____

Title: _____ Email: _____

Address: _____ Years Known? _____

PARAGRAPH

Write a short paragraph explaining:

A) Why are you applying to be a police officer for the City of Sunbury and what key attributes would you bring to the Department?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

Screening Checklist

One of the fundamental requirements of working in law enforcement is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. The same standards apply in the hiring and selection process. It is our experience that a number of applicants will fail due to such misconduct. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application and hiring process, you may be permanently disqualified from being employed by the City of Sunbury or if hired by the City, your employment with Sunbury may be terminated. Information regarding a candidate's disqualification may also be made available to other law enforcement agencies with an authorized request.

Please mark the correct answer to the following questions. If you answer "YES" to any question you must provide additional information about the circumstances, including dates. Attach additional pages if necessary, to this document. A "YES" answer may not automatically bar an applicant from employment, however, you must provide detailed information about each "YES" response. Failure to provide the information requested will disqualify you from the process. The relationship of the conviction to the job, as well as the severity and the passage of time will all be considered.

Have you ever:

1. Been convicted by any court of a felony or entered a guilty or nolo contendere pleas? YES ☐ NO ☐
2. Used any illegal drug? YES ☐ NO ☐
3. Used any hallucinogenic drugs? YES ☐ NO ☐
4. Used Cocaine, Heroin, PCP, Steroids, or Methamphetamine? YES ☐ NO ☐
5. Been arrested for DWI or DUI in the last five years? YES ☐ NO ☐
6. Sold any illegal drug at any time in your life? YES ☐ NO ☐
7. Been convicted of, or entered a guilty plea to any assault in a domestic setting? YES ☐ NO ☐
8. Falsified any document, form, testimony, or pleading as an officer of the court or as a witness? YES ☐ NO ☐
9. Omitted, misstated or falsely stated any information, in writing or orally during an application process with any agency? YES ☐ NO ☐
10. Purchased any illegal drug at any time in your life? YES ☐ NO ☐

I certify that the answers given by me to the above questions and statements are true and correct.

Applicant Printed Name: _____

Applicant Signature: _____

Date Signed: _____

Authorization for Release of Records and Information

I am an applicant for a position of Police Officer. The City of Sunbury needs to thoroughly investigate my employment background, criminal history, and personal information to evaluate my qualifications to hold the position for which I have applied. It is in the public's best interest that all relevant information concerning my employment and personal history be disclosed to the City of Sunbury Police Department or their representative.

I hereby authorize the release to the City of Sunbury, or its representative, any and all personnel and/or personal information about me, which is maintained by your institution, agency, or company. This release pertains to records maintained in your files, verbal knowledge or other information with regard to: Employment History; Financial Records; Criminal Arrest and/or conviction; and/or any other information, including character, observations, or personal opinions.

I further request that such records be provided and/or forwarded to the City of Sunbury for inclusion with my application for employment with the Department to ascertain my qualifications and fitness for appointment to the City of Sunbury.

I acknowledge, by signing this authorization, that I release all parties concerned from any and all obligation or liability in the disclosure of the contents of such files or verbal knowledge and the observations and/or personal opinions contained therein.

I further understand that in consideration for said release, the City of Sunbury will regard all information obtained as confidential and shall not release the same to any other person without express written consent, except under the following circumstances: (1) when necessary to conduct the proper review of my qualifications for employment with the City of Sunbury; (2) to the appropriate criminal justice agencies for use in the performance of their official duties; (3) to any law enforcement agency provided with a signed release for these records; and/or (4) to my current employer, if they are federal, state, or local governmental entity, or a security firm, where I am employed in a position of trust.

I additionally certify that a copy of this authorization to obtain information is as valid as the original as sign by me.

I certify that I have read and fully understand the foregoing statement.

Applicant Printed Name: _____ Applicant Signature: _____

Date Signed: _____

MUST BE SIGNED IN FRONT OF NOTARY

NOTARY

Subscribed and Sworn to before me this _____ day of _____, 20_____.

Notary Public in and for said County of _____ State of _____.

Notary Public: _____

My commission expires: _____

Authorization for Release of Credit Information

I, _____ (Print Name), authorize the release, review and full disclosure of all records, or any part thereof, concerning myself to any authorized agent of the agencies participating in the City of Sunbury Police Testing Consortium, whether the records are of a public, private, or confidential nature.

The purpose of this authorization is to give my consent for full and complete disclosure of the records of any consumer credit reports and criminal background reports for employment purposes in accordance with the Fair Credit Reporting Act ("FCRA or the ACT").

A "consumer report" is any written, oral or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used for employment purposes.

An "investigative Consumer report" is defined in the FCRA as a consumer report in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer.

The employer must provide the applicant or employee with a copy of the report and a written statement of his or her rights under FCRA before taking any adverse action "in whole or in part" as a result of credit information obtained. The term "adverse action" means "denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee". The applicant or employee has the right to request additional information with respect to the nature and scope of the "credit" investigation.

The reason for this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of conducting a background investigation that may provide pertinent information for the participating agencies to consider in determining my suitability for employment.

In the event my application is disapproved, the sources of any confidential information will not be revealed to me. I agree to indemnify and hold harmless the person to whom this request is presented, as well as his or her agents and employees, from and against all claims, damages, losses and expenses, to include reasonable attorney fees, arising out of or by reason of complying with this request.

It is my specific intent to provide access to personal information and to release copies and abstracts, however personal or confidential they may appear to be, and the sources of information specifically enumerated about are not intended to deny access to any records not specifically identified herein. The reason for this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of conducting a background investigation, which may provide pertinent data for participating agencies to consider in determining my suitability for employment by that Agency.

This release form and any photocopy of this release form, even though said photocopy does not contain an ORIGINAL writing of my signature will be valid and should be honored for a period of up to one (1) year from the date of my signature.

Applicant Printed Name: _____ Applicant Signature: _____

Date Signed: _____

MUST BE SIGNED IN FRONT OF NOTARY

NOTARY

Subscribed and Sworn to before me this _____ day of _____, 20_____.

Notary Public in and for said County of _____ State of _____.

Notary Public: _____

My commission expires: _____

Certification and Penalty

I hereby declare that all statements and information provided to the Sunbury Police Department in this Sunbury Police Officer Application or to any of their representatives, as well as any other statements and information provided by me for my pre-employment background investigation or any other phase of my pre-employment screening, are true and complete to the best of my knowledge and belief.

I understand that any misstatement of material fact, willful omission of material fact, or willful deception, will be cause for disqualification and rejection as a candidate for employment, without appeal.

I further understand that these misstatements, omissions, or deceptions are also grounds for termination after employment, without notice and without any right to appeal.

MUST BE SIGNED IN FRONT OF NOTARY

Applicant Printed Name: _____

Applicant Signature: _____

Date Signed: _____

NOTARY

Subscribed and Sworn to before me this _____ day of _____, 20____.

Notary Public in and for said County of _____ State of _____.

Notary Public: _____

My commission expires: _____

LEGAL

I, _____ (Print Name), am willing to undergo a comprehensive background investigation, including contacts with all references, employers, co-workers, close personal associates and family, and agree to allow representatives of the City of Sunbury to review my driving record, credit history, criminal records, and military records. I understand that I will submit to a pre-employment physical agility test, written test, polygraph examination, psychological evaluation, physical evaluations and a urinalysis drug screen or any other test or requirement of the City of Sunbury. I am aware that failure to fully submit to these listed pre-employment requirements will be grounds for disqualification from the selection process.

I agree to assist in the expedient conclusion of these reviews, tests and examinations. I understand that successful completion of this process does not guarantee my employment with the City of Sunbury, only that I will be considered for positions as they become available, pursuant to established rules and regulations of the City of Sunbury and the Civil Service Commission. I agree to abide by these requirements as a condition of application process with the Sunbury Police Department Officer Examination.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I understand that all positions with the City of Sunbury are Public Sector positions and that my name may be made public through the application and or hiring process and or employment.

I authorize any of the persons or organizations referenced in this application or interview process to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information.

Applicant Printed Name: _____

Applicant Signed Name: _____

Date Signed: _____



RETURN COMPLETED & SIGNED APPLICATION TO:

Sunbury Administration Office
City of Sunbury
225 Market Street
Sunbury, PA. 17801

Questions may be directed to: 570.286.7820

City of Sunbury Mission Statement:

Provide the services necessary to ensure a clean, safe, pleasant environment for the citizens, businesses and visitors of Sunbury, creating an exciting place to live, work, play and invest.

City of Sunbury Physical Fitness Test – Physician Form
TO BE COMPLETED AND SIGNED BY THE PERSONAL PHYSICIAN OF THE APPLICANT

Listed below are the requirements established by the City of Sunbury, Pennsylvania for the physical fitness test which are part of the police officer application process.

Will the applicant be able to take part in the following requirements? (Mark the appropriate answer, "YES" or "NO")

YES NO

☐
☐

300 Meter Run. This test is a measurement of aerobic power. This sprint simulates the Police Officer's job in quick/fast pursuits, use of force incidents that are under two minutes, and all types of lifting and carrying.

☐
☐

1-RM Bench Press Ratio. This test is a measurement of absolute strength. Forcing a muscle group, primary pectorals, deltoids, and triceps to exert a maximum force. This stimulates a Police Officer's job in use of force incidents and in lifting something or someone.

☐
☐

1-Minute Sit-Ups. This test is a measurement of abdominal muscular endurance and of the core body region. Muscular endurance of the core body is needed in use of force incidents, lifting. Carrying. And dragging, pulling, something or someone.

☐
☐

1-Minute Push-Ups. This test is a measurement of applicant upper body muscular endurance.

☐
☐

Body Drag. This test is a measurement of the applicant's ability to drag a simulated body in an emergency situation or any other incident. Drag 165 lbs. for 32-feet in one-minute.

Does the applicant have any pre-existing medical condition requiring continued or long-term medical treatment or follow-up?

YES ☐ NO ☐

If "YES", please explain:

Are you aware of any medical condition that the applicant may have that could be aggravated by the above listed requirements? YES ☐ NO ☐

If "YES", please explain:

Please list all currently prescribed medications:

Applicant Printed Name: _____

Physician Printed Name: _____ Physician Signature: _____

Physician Phone Number: _____ Physician Address: _____

Date Signed: _____

City of Sunbury Physical Fitness Test Protocols

Exam	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit-Ups (1-Min Reps) 30% Cooper	35	32	27	21	17	30	22	17	12	4
300 Meter Run (Time) 30% Cooper	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push-Ups (1-Min Reps) 50% Cooper	33	37	21	15	15	18	14	11	11	11
Bench Press (% Body Weight) 30% Cooper	.93	.83	.76	.68	.63	.56	.51	.47	.42	.40

Body Drag: Drag 165 lbs. for 32-feet in 1-minute.

Testing Order

1. 300 Meter Run
2. Sit-Ups
3. Bench Press
4. Push-Ups
5. Body Drag

The above are pass or fail. If a candidate does not pass each section, it is considered a fail and the entire test is failed.

- Primary Physical Fitness Testing Site will be located outdoors and/or indoors at the Shikellamy High School.
- Alternate Physical Fitness Testing Site will be located indoors at the Sunbury YMCA or indoors and/or outdoors at any other specified location by the City of Sunbury. All candidates will be notified when an Alternate Testing Site will be used.
- Physical Fitness Testing will be conducted to the standards of the City of Sunbury.
- All candidates will be afforded a minimum rest time of five (5) minutes between each event.
- If a candidate is unsuccessful in any event, testing is immediately ended (failure) and the candidate will not attempt the other events at that time.
- The push-up test is only used to determine if the applicant can do a push-up. It cannot be utilized as part of the 30th percentile entrance test. The total number of correct push-ups in one (1) minute is recorded as the score.